

Registration Troubleshooting

Revised: 3/2011



Pine
Technical
College

Student Name

Student ID number

Semester and Year

PTC e-mail address

1. Student Record needs to be updated

If you check any of the following boxes in this section, submit this form to Student Affairs.

- Transfer Course – an Official Transcript is on file.
- Test Scores not accurately reflected for Web Registration.
- Prerequisite met – not accurately reflected for Web Registration.

2. Need a Waiver or Registration Override for the following courses

Course Number	Course Name	Course ID	Instructor's Signature and Date
			Signature: _____ Date: _____
			Signature: _____ Date: _____
			Signature: _____ Date: _____

Justification: _____

NOTE: This form will not be processed unless it is complete.

 800.521.7463/
320.629.5100

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